

M-38890

Chief, Position Evaluation Division, OP

Chief, Administrative Staff, OL

Request for Reclassification of Positions of Reproduction Specialists [REDACTED]

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REF : Memorandum for Chief, Position Evaluation Division, OP, through Chief, Administrative Staff, OL, dated 22 September 1958, Subject: Same as Above

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Referenced memorandum contains request that the two Reproduction Specialist positions [REDACTED] be upgraded. This request has been reviewed by Office of Logistics officials, including the Chief, Printing Services Division, all who desire to strongly endorse subject request for the following reasons:

a. Since last classified, duties and responsibilities attached to these two positions have substantially increased.

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b. [REDACTED] technical review and supervision over these two positions is not readily available. Consequently, incumbents of these two positions must possess the ability to plan and operate their work with only administrative guidance and direction as provided them by [REDACTED] officials.

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c. Incumbents of subject positions must possess ability and capacity to implement and operate a complete printing and reproduction service in support of Agency emergency operations. This feature is a most important one and should be heavily considered in classifying subject positions.

d. The variety and scope of duties and responsibilities attached to these two positions are considerably greater than those found in comparable headquarters printing and reproduction positions.



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Attachments:

1. Referenced Memo
2. Revised Position Description

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SUBJECT: Request for Reclassification of Positions of Reproduction  
Specialists, [REDACTED]

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Distribution:

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Orig. - Addressee w/attach.

- 1 - OC, [REDACTED] wo/Attach.
- 1 - OC/Personnel Office wo/attach.
- 1 - OL/PSD wo/attach.
- 1 - OL File wo/attach.
- 1 - OL/P&TB Subject File w/attach.
- 1 - OL/P&TB Chrono wo/attach.

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OL/AS/P&TB [REDACTED] (24 Sept. 58)

22 September 1953

MEMORANDUM FOR: Chief, Position Evaluation Division CP  
THROUGH : Chief Administrative Staff CE  
SUBJECT : Request for Reclassification of Positions of  
Reproduction Specialists

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1. It is requested that action be initiated to reclassify the present positions of Reproduction Specialist GS-7 to Reproduction Specialist, GS-9 and the position of Reproduction Specialist GS-10 to Reproduction Specialist GS-11. Attached are descriptions of the duties and responsibilities of these positions.

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Attachment

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REVISED POSITION DESCRIPTION

Present Position : Reproduction Specialist, GS-10  
Proposed Position: Reproduction Specialist, GS-11

I. DUTIES AND RESPONSIBILITIES

Under the direction of the Chief, Services Division, serves in a dual capacity as follows: (1) Chief, Reproduction Branch, responsible for planning, implementing and administering a complete printing and reproduction service for the [ ] and other components of the Agency, as required; (2) In an emergency, serves as Chief, Reproduction facilities of the Agency responsible for planning, implementing and administering a complete emergency printing and reproduction service in support of the Agency's Intelligence program. Specifically:

1. Supervises through subordinate personnel all activities of [ ] Reproduction Branch which include the following:

a. Copy preparation which includes the production of typographic and illustrative material and the transfer of typographic and illustrative material into suitable copy as may be required to be printed or reproduced.

b. Offset printing which consists of the making of lithographic line, halftone, continuous tone and color separation negatives; the making of exact register layouts; the making of both aluminum and deep etch plates for the presses and the multi-color printing of line, halftone and four color separation copies on all types of offset presses.

c. Photographic printing which consists of the making of photographs, maps, posters, charts, etc. through the media of film, microfilm, photostat and oxalid processes, the reproduction of material through the media of microphotography, xerography and printers. The making of composite negatives and positives, and the necessary developing, fixing, hardening, intensifying, reducing, retouching and bleaching of negatives and prints.

2. Plans, schedules, lays out and supervises all printing and reproduction work requested of the [ ] reproduction branch. Organizes and controls the flow of work so that completed work will conform to high standards of quality as well as conform to prescribed work deadlines and job specifications.

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3. Meets with operating officials of [ ] and/or other components of the Agency to discuss printing and reproduction problems, work requests, need to meet deadlines, etc. Makes suggestions and recommendations to such officials to help solve their printing and reproduction problems and requirements. On occasion, provides such officials with information relative to limitations in capabilities of equipment that is on hand [ ] and makes recommendations as to possible alternative printing and reproduction methods which will accomplish desired results.

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4. Originates requisitions for supplies and equipment required by the Branch. Responsible for assuring that all equipment is maintained and in proper working condition at all times. Repairs and overhauls all equipment as necessary including assembly and disassembly.

5. Maintains a current knowledge of the development of new equipment, materials and processes in the reproduction field.

6. Assures that all personnel and equipment are being utilized in an adequate and efficient manner and that all security and safety regulations and practices are being complied with.

7. Provides highly technical training for Special Project personnel.

8. Provides supervision to subordinate personnel which entails:

a. Answering questions and issuing instructions to subordinates on their assigned duties.

b. Training subordinates in approved work methods, techniques and procedures.

c. Reviewing their work to insure that established quality and production standards are being met.

d. Recommending promotion, reassignment, etc. of subordinate personnel.

9. Compiles periodic production reports relating to work produced by the Branch and assures that all space and equipment are maintained in a clean and orderly condition at all times.

10. Supervises and/or sets up and operates any or all of the following equipment: Model 14 Ditto Duplicating Machine; Model 450 Mimeograph Machine; Model 3250 Multilith Presses; 17 x 22 Webster Offset Press; Model C-20 Gallery Camera, ATF 20 x 24 Camera;

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Model 4 Xerox Camera and Fuser; Model 4 Continuous Photostat Machine; Photostat Expeditor Machine; Model A Recordak Microfilm Camera; Microfilm Viewers; Recordak 35 MM Enlargers; Model D-2 Omega 4 x 5 Enlarger, 4 x 5 Speed Graphic Camera; 4 x 5 Graphic View Camera; Argus C-5 Camera; Polaroid Land Camera; 8 x 10 and Duo-Photo Contact Printers; Model 1 Xerox Copy-Flo Printer; Ozamatic Ozalid Machine; Dial-A-Matic Copier Machine; Telephoto Machine; Microtronic Printer; Microtronic Processor and Microtronic Trimmer; Model D Vacuum Plate Exposure Frames; Model 1402 Plate Whirler; Vard-Typer machine; 36 Power Paper Cutter; Stitching Machine; Paper Drill Machine; Embossograph Machine; Laminating Press; Photographic Developing, Washing, Drying Equipment; Copper Circuit Etching techniques.

11. Responsible for planning and directing all activities of the Agency Emergency Reproduction facility in reproducing and duplicating a wide variety of material including textual material, charts, maps, diagrams, drawings, tables, books, and studies through the Printing and Photographic media. In connection with this emergency service renders guidance and assistance to Agency officials on Reproduction problems and participates in planning for emergency projects to reproduce large volumes of material, and informing such officials the printing and photographic processes available and their capabilities and limitations.

12. Incumbent is responsible for and directs the emergency reproduction facility in coordination with other Agency Reproduction officials as may be present.

## **II. SUPERVISION RECEIVED**

Incumbent is technically qualified to provide all reproduction services with the capabilities of equipment [ ] and receives little or no technical supervision from superiors. General supervision, however, is received from the Chief, Services Division as to work to be accomplished, production deadlines and/or priorities that are to be met.

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## **III. MINIMUM QUALIFICATION REQUIREMENTS:**

1. **KNOWLEDGES:** Must have a thorough working knowledge of the current methods, practices, and techniques associated with printing, lithography, photography, commercial type photographic activities, and/or other similar or related technical processes associated with the printing and reproduction of photographs, reports, charts, and similar or related material as may be reproduced by the offset printing and other processes.

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2. **SKILLS:** Must be skilled in the use of a variety of cameras, variety of offset presses and other duplicating material, as well as miscellaneous bindery equipment.

3. **ABILITIES:** Ability to estimate in terms of money and time the relative costs of requests for printing and reproduction; ability to meet individuals having a need of printing and reproduction services in order to discuss and arrange with them the details of work to be requested; and, ability to plan, organize and direct the work of others.

4. **WORK EXPERIENCE AND EDUCATION:** Must have had 5½ years of progressively responsible experience involving the performance or supervision of a technical phase of printing and reproduction that included operation of lithographic presses; offset photography; commercial photography; paper cutting; mimeograph and ditto operations; plate making; bindery operations; and other similar or related technical processes associated with printing and reproduction services.

REVISED POSITION DESCRIPTION

Present Position : Reproduction Specialist, GS-7  
Proposed Position: Reproduction Specialist, GS-9

I. DUTIES AND RESPONSIBILITIES

Under the general supervision of the Chief, Reproduction Branch, serves as a Reproduction Specialist, responsible for assisting in the planning, implementing and administering a complete printing and reproduction service for the [redacted] and other components of the Agency, as required. In an emergency serves as Assistant Chief, Reproduction Facilities of the Agency responsible for assisting in the planning, implementing and administering a complete emergency printing and reproduction service in support of the Agency's Intelligence program.

1. As a Reproduction Specialist he must be prepared and able to carry out all activities of the [redacted] Reproduction Branch which include the following:

a. Copy preparation which includes the production of typographic and illustrative material and the transfer of typographic and illustrative material into suitable copy as may be required to be printed or reproduced.

b. Offset printing which consists of the making of lithographic line, halftone, continuous tone and color separation negatives; the making of exact register layouts; the making of both aluminum and deep etch plates for the presses and the multicolor printing of line, halftone and four color separation copies on all types of offset presses.

c. Photographic printing which consists of the making of photographs, maps, posters, charts, etc., through the media of film, microfilm, photostat and ozalid processes, the reproduction of material through the media of micro-photograph, xerography and printers. The making of composite negatives and positives, and the necessary developing, fixing, hardening, intensifying, reducing, retouching and bleaching of negatives and prints.

2. Plans, schedules and lays out the printing and reproduction work requested of the [redacted] Reproduction Branch. Organizes and controls the flow of work so that completed work will conform to high standards of quality as well as conform to prescribed work deadlines and job specifications.



3. Meets with operating officials of  and/or other components of the Agency to discuss printing and reproduction problems, work requests, need to meet deadlines, etc. Makes suggestions and recommendations to such officials to help solve their printing and reproduction problems and requirements. On occasion, provides such officials with information relative to limitations in capabilities of equipment that is on hand  and makes recommendations as to possible alternative printing and reproduction methods which will accomplish desired results.

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4. Originates requisitions for supplies and equipment required by the Branch. Responsible for assuring that all equipment is maintained and in proper working condition at all times. Repairs and overhauls all equipment as necessary including assembly and disassembly.

5. Maintains a current knowledge of the development of new equipment, materials, and processes in the reproduction field.

6. Provides highly technical training for Special Project personnel.

7. Assures that all equipment is being utilized in an adequate and efficient manner and that all security and safety regulations and practices are being complied with.

8. Compiles periodic production reports relating to work produced by the Branch and assures that all space and equipment are maintained in a clean and orderly condition at all times.

9. Sets up and operates any or all of the following equipment: Model 14 Ditto Duplicating Machine; Model 450 Mimeograph Machine; Model 1250 Multilith Presses; 17 x 22 Webendorfer Offset Press; Model C-20 Gallery Camera; ATF 20 x 24 Camera; Model 4 Xerox Camera and Fuser; Model 4 Continuous Photostat Machine; Photostat Expeditor Machine; Model A Recordak Microfilm Camera; Microfilm Viewers; Recordak 35 MM Enlargers; Model D-2 Omega 4 x 5 Enlarger; 4 x 5 Speed Graphic Camera; 4 x 5 Graphic View Camera; Argus G-3 Camera; Polaroid Land Camera; 8 x 10 and Duo-Photo Contact Printers; Model 1 Xerox Copy-Flo Printer; Ozamatic Oxalid Machine; Dial-A-Matic Copier Machine; Telephoto Machine; Microtronic Printer; Microtronic Processor and Microtronic Trimmer; Model D Vacuum Plate Exposure Frames; Model 1402 Plate Whirler; Vari-Typer Machine; 36" Power Paper Cutter; Stitching Machine; Paper Drill Machine; Kibossograph Machine; Laminating Press; Photographic Developing, Washing, Drying Equipment; Copper Circuit Etching techniques.

10. Responsible for assisting in the planning and directing of all activities of the Agency Emergency Reproduction Facility in reproducing and duplicating a wide variety of material including textual material, charts, maps, diagrams, tables, books, and studies through the Printing and Photographic media. In connection with this emergency service renders guidance and assistance to Agency officials on Reproduction problems and participates in planning for emergency projects to reproduce large volumes of material, and informing such officials the printing and photographic processes available and their capabilities and limitations.

## **II. SUPERVISION RECEIVED**

Incumbent is technically qualified to provide all reproduction services with the capabilities of equipment possessed by ☐ and receives little or no technical supervision from superiors. General supervision; however, is received from the Chief, Reproduction Branch as to work to be accomplished, production deadlines and/or priorities that are to be met.

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## **III. MINIMUM QUALIFICATION REQUIREMENTS**

1. **KNOWLEDGES:** Must have a thorough working knowledge of the current methods, practices, and techniques associated with printing, lithography, photography, commercial type photographic activities, and/or other similar or related technical processes, associated with the printing and reproduction of photographs, reports, charts and similar or related material as may be reproduced by the offset printing and other processes.
2. **SKILLS:** Must be skilled in the use of a variety of cameras, variety of offset presses and other duplicating material, as well as miscellaneous bindery equipment.
3. **ABILITIES:** Ability to estimate in terms of money and time the relative costs of requests for printing and reproduction; ability to meet individuals having a need of printing and reproduction services in order to discuss and arrange with them the details of work to be requested; and ability to plan, organize and direct the work of others.
4. **WORK EXPERIENCE AND EDUCATION:** Must have had 4 years of progressively responsible experience involving the performance of supervision of a technical phase of printing and reproduction that included operation of lithographic presses; offset photography; commercial photography; paper cutting; mimeograph and ditto operations; plate making, bindery operations; and other similar or related technical processes associated with printing and reproduction services.

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